

DDA Registry
File Records

4 OCT 1976

MEMORANDUM FOR: See Distribution

STATINTL FROM : [REDACTED]
Executive Officer, DDA

SUBJECT : Records Management Officer for the O/DDA

STATINTL

1. Effective immediately [REDACTED] ^{is} ~~has been~~ designated Records Management Officer for the Office of the DDA. Her responsibilities will include the immediate office and staffs of the DDA, Information and Privacy Staff, Information Systems Analysis Staff, and the History Staff.

2. All inquiries relating to records control schedules, forms, records storage, requisitions for filing equipment, microfilm equipment and word processing machines, and any other related records matters should be routed through [REDACTED] in 7D-18 Headquarters. Her telephone extension [REDACTED]

STATINTL

STATINTL

Distribution:
DDA Registry
C/MAS
C/Budget Staff
C/IPS
C/ISAS
C/History Staff
DDA/RMO

STATINTL DDA/RMO/[REDACTED] jlb (4 Oct. 76)

STATINTL Distribution:
Orig - [REDACTED]
1 - each adse under distribution
2 - DDA Classified Subject

16 September 1976

MEMORANDUM FOR: Acting Chief, Information Systems Analysis Staff

STATINTL FROM : [REDACTED]
DDA Records Management Officer

SUBJECT : Records Management Officer for O/DDA

STATINTL 1. I would like to propose the appointment of Helen [REDACTED] as the records officer for the entire O/DDA. This would include the DDA Registry, immediate staffs within the O/DDA, the Information and Privacy Staff, Information Systems Analysis Staff, and the History Staff.

STATINTL 2. Currently, she is serving as records officer for the Registry and the immediate staffs of the DDA, [REDACTED] for ISAS, [REDACTED] for the History Staff, and in the past, [REDACTED] acted as the records officer for Regulations Control with [REDACTED] for the Information and Privacy Staff. With the consolidation of the records for these offices into one records control schedule, one individual should be assigned to carry out the functions of records officer for this group.

STATINTL

3. Her responsibilities would be broadened to oversee the records activities for the above offices. To carry out the added duties some additional training will be needed to strengthen her knowledge of some facets of records management. She would need to become familiar with the schedule, records, personnel, and needs of each of those offices in order to provide proper support and assistance on records matters.

4. I think this would be a logical move and enable Helen to expand her span of control over O/DDA records and records activities.

[REDACTED]

STATINTL